



**SPARTANBURG**  
COMMUNITY COLLEGE

CORPORATE & COMMUNITY EDUCATION

# Class Schedule

## Fall 2015



## 70 New Classes for Fall Including:

**Civility in the Workplace**

**Electrician Helper**

**ITIL® Foundation Bootcamp**

**Supply Chain Management**

**Train the Trainer**

**Project Management**

**Creating Cartoon Characters (for kids!)**

**Improve job skills**

**Start a new career**

**Learn a new hobby**

# Why Choose SCC Corporate & Community Education?

The **Corporate & Community Education Division** (Continuing Education) at Spartanburg Community College supports you, your skills and your career by providing training to citizens of Spartanburg, Cherokee, and Union Counties in upstate South Carolina. International, National and State recognized standards for certifications and Continuing Education Units (CEU's) are granted to students who successfully complete occupational and developmental courses.

- Knowledge and skills to take to the workplace immediately
- Quick and affordable certificate programs
- No placement tests, transcripts or applications needed
- Flexible schedules
- Five convenient campus locations
- Experienced and knowledgeable instructors
- Blended online and class/lab programs
- Enhance your personal or professional life
- Workforce development
- Customized training for business and industry

## Customized Training and Workforce Development

Across the United States, cities and small communities advocate workforce development because it is an essential component in creating, sustaining and retaining a viable workforce. Through workforce development, communities are able to create social and economic prosperity.

CCE will customize courses for your business to promote workforce development in your workplace by utilizing employment initiative services offered by agencies and government programs.

### Customized Training Programs Available

- Amatrol Mechanical and Electrical Training
- Robotics
- MSSC Production Technician Certificate
- SC Manufacturing Certification
- Computer Training
- Leadership and Supervision
- Quality Standards Training

Complete an online request at [www.sccsc.edu/workforce\\_request](http://www.sccsc.edu/workforce_request) or call (864) 592-4900.



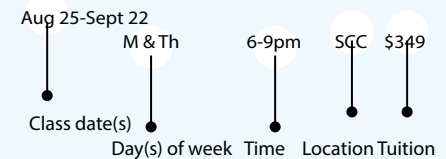
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## HOW TO READ SCHEDULE:

### Class Title

Description of class and details or important information included in this area.



M - Monday      F - Friday  
 Tu - Tuesday    Sa - Saturday  
 W - Wednesday    Su - Sunday  
 Th - Thursday    M-F - Monday - Friday

### New Hours of operation for CCE Beginning Aug 3, 2015:

M-Th 7:30am-6:15pm  
 F 7:30am-1:30pm

### SCC Campus Locations:

SCC Central Campus  
 107 Community College Drive  
 Spartanburg, SC 29303  
 CCC SCC Cherokee County Campus  
 523 Chesnee Highway  
 Gaffney, SC 29341

DTC SCC Downtown Campus  
 220 East Kennedy Street  
 Spartanburg, SC 29302

TRC SCC Tyger River Campus  
 1875 East Main Street  
 Duncan, SC 29334

Union  
 Union County Advanced  
 Technology Center  
 1401 Furman L. Fendley Hwy.  
 Union, SC 29379



## BUSINESS & PROFESSIONAL DEVELOPMENT

Choose a new career, make a transition or update your current job skills today! SCC provides the educational resources for building leadership, improving performance and advancing careers. We can develop corporate customized training to meet the various needs of top management, new or seasoned supervisors and staff. Developmental strategies and training are based on workforce needs. Courses can be delivered at a corporate location or at any of SCC's campuses.

### ADMINISTRATION



#### Administrative Support Skills Workshop

This workshop will give you the tools to make you that one person the office cannot live without. You will learn new tools to become more efficient and valuable than ever. You will also learn the core skills to help you use your resources efficiently, manage your time wisely, communicate effectively, and collaborate with others skillfully. Topics include: Getting Organized, Manage your time more effectively, Prioritize your time so you can get it all done, Complete Special Tasks, Verbal Communication Skills, Non-Verbal Communication Skills, Empowering Yourself, Deal better with your managers, Taking Care of Yourself. Materials, continental breakfast and afternoon snacks included.

Sep 16	W	8am-5pm	SCC	\$199
Oct 27	Tu	8am-5pm	CCC	\$199
Dec 8	Tu	8am-5pm	Union	\$199



#### Basic Bookkeeping Skills

Some of us enjoy dealing with numbers while others may have a fear of them, or even a phobia. If you have to track revenues and expenses and are not sure if you are doing it correctly, then this class is for you. Topics include basic accounting terminology, the differences between cash and accrual accounting, accounts payable and accounts receivable, types of financial statements, creating a budget, and audits. Materials included.

Nov 11-19	W/Th	6pm-8pm	TRC	\$199
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*"The only thing worse than training your employees and losing them... is not training your employees and keeping them."*

*-Zig Ziglar*

### Office Administration Certificate

Office Administration has evolved into a multi-tasking job that can include a variety of manual and electronic tasks, spreadsheet and basic financial management, as well as interpersonal relations requiring proper grammar, effective writing and customer service. This program will build your skills in today's most commonly-used office computer applications required by today's employers. If you are not confident in using business software, such as the Microsoft Suite of programs, but enjoy multitasking and developing interpersonal relationships, this 68-hour class will give you the skills you need to become a valued administrative member of an office team. If you already possess some knowledge of business software, this certificate allows you to upgrade your skills to a more advanced level. You will begin with an introduction to computers, progress through the basics of four Microsoft Office Suite applications and finish with business writing and grammar. Textbooks included.

Oct 5-Nov 11	M/W/F	9am-1pm	TRC	\$1299
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### Office Procedures I

This class is the first of two courses that will help you acquire the office and interpersonal skills needed to excel in any organization. You will be introduced to a range of topics including communications, mailing, file management, telecommunications, customer service, scheduling, proofreading, time management, keyboarding, office equipment and more! You will participate in office simulations that mimic real office scenarios. This course will also help you to develop employer-ready skills. This semester-long course will include both credit seeking college students and members of the community earning Continuing Education Units. Required text is Office Procedures for the 21st Century by Burton, ISBN: 978-0135063897.

Aug 17-Nov 30	M	6pm-8:50pm	SCC	\$349
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## Personal Finance

This course will teach you practical methods and techniques for managing personal finances. You will learn how to solve the time value of money concepts, prepare personal taxes, develop a savings strategy, develop a plan for a home buying and purchase or lease alternatives for selection of a vehicle, calculate insurance needs, describe retirement needs, and estate planning. This semester-long course will include both credit seeking college students and members of the community earning Continuing Education Units. Required Textbook: Personal Finance by Madura (can be purchased in the college Book Inn).

Aug 17-Dec 2 M/W 8am-9:20am SCC \$349



## Small Business Ownership A to Z

As a small business owner do you struggle with organizing your business? Small business ownership requires confidence and knowledge beyond the product or service you are offering. In this course you will learn how to speak with confidence, how to delegate, prioritize, organize, make business decisions, hiring, coaching, and service. This course is an excellent opportunity for new business owners, aspiring business owners and existing business owners to fine tune or learn new skills in business ownership. Materials included.

Sep 14-Nov 30 M 6pm-8pm SCC \$279



## Writing the Right Way

Do you need to brush up on your business writing skills in order to create a more effective response from your audience? Is your writing efficient? Do you observe the rules of "netiquette"? In this class, we will move from choosing clear, concise words to use in business communications to appropriate sentence length and structure. We will practice the vital steps in the process of prewriting, writing, and rewriting popular workplace communications that not only get the job done but make you look good! Materials included.

Oct 20-Nov 17 Tu 6-9pm DTC \$229

## Customized Training

You can have the type of training you want and need for your organization via CCE's **customized on-site training programs**. CCE has the resources and expertise to fit your company's unique training requirements. Every course in this catalog can be customized and delivered at your place or ours... you decide! Call **864-592-4900** for more information.

## EVENT MANAGEMENT

### Event Planner: Corporate

Take your planning and organizational skills to the next level with our Corporate Event Planner program. Corporate events span all industries and are planned for a variety of occasions and celebrations. Corporations and their employees celebrate many milestones and accomplishments within the life span of the growth and evolution of its people, products and successes. These events may range from a new product launch to a retirement dinner. Our **S.M.A.R.T.** Corporate Event Planner course will cover all of the following types of corporate events. **Special events:** galas, fundraisers, public relations, product promotions **Meetings:** professional, corporate, business networking. **Assemblies:** conferences, conventions. **Recognition:** incentives, awards, achievements. **Training:** seminars, workshops, education It will provide a detailed guideline on how to design and plan the event, set budgets, execute successfully, review performances, and charge for services. Materials included.

Sep 14-Nov 4 M/W 6-8:30pm DTC \$999



### Wedding Planner Certification

Do you dream of a career in the wedding and event industry? Our Certified Wedding & Event Planning course utilizes a blend of classroom training with supplemental on-line access to teach you the basic fundamentals of planning, orchestrating, and delivering social events. From weddings and anniversaries to birthdays and baby showers, these step-by-step methods provide clear and concise formulas for detailing the personal and professional aspects of any social event. This course is taught by seasoned wedding and event professionals. You will apply and utilize the business tools, formulas, and presentation methods that you will learn in your training; including role playing, vignettes, and discussions to practice actual business objectives and work settings in the day-to-day of wedding and event planning. Upon completion of all course requirements you will be prepared for the Wedding & Event Planning certification exam; which will open the door to a fun and rewarding career.

Aug 18-Oct 8 Tu/Th 6-8:30pm SCC \$999

**HUMAN RESOURCES**



**SHRM-CP/SHRM-SCP Certification Preparation**

We are excited to offer preparation for a new Society of Human Resource Management (SHRM) certification supported with the SHRM Learning System, designed to help you earn your HR credentials. The new SHRM credentials, SHRM Certified Professional (SHRM-CP) and SHRM Senior Certified Professional (SHRM-SCP), are competency and knowledge-based credentials that will be universally recognized. This new certification ensures the HR professional possesses the relevant knowledge required for today's workplace, but it goes one step further. The certification tests HR competencies - the ability to put knowledge to work through critical thinking and application. This intensive 36 hour review covers the full array of HR topics related to HR competencies, people, organization, workplace, and strategy. The program will be led by an experienced and SHRM-CP/SHRM-SCP certified instructor, and peer discussion will help reinforce your learning materials. Materials/books included.

Sep 1-Nov 17 Tu 6-9pm SCC \$1299

**Society of Human Resource Management (SHRM) Essentials for HR Management**

If you're a small business owner, new to HR, or if HR is one of your responsibilities, this course focuses on the key topics you need to know. SHRM Essentials for HR Management covers a breadth of HR issues in a condensed, easy to understand format that will strengthen your ability to handle a wide range of HR challenges and gives you the HR knowledge critical to overall success. You will cover employee recruitment and selection, compensation, benefits, sexual harassment, age discrimination, the latest laws and regulations to avoid potentially costly lawsuits, and so much more. This course provides a solid HR foundation across different job functions, including new and junior HR employees, small business owners or managers who perform HR functions, managers who want to learn basic HR best practices, and international personnel wishing to increase their knowledge of U.S. HR practices. Materials included.

Aug 26-Sep 23 W 6-9pm SCC \$599  
 Nov 4-5 W/Th 8:30am-4:30pm SCC \$599

**LEADERSHIP / SUPERVISORY**

***New* Leadership 2020**

As a leader, you are all too aware of the challenges you face on a daily basis. This 25-module, five-part leadership certificate offers a blend of theory and experiential learning tools to help you succeed in this challenging role. You will begin with Finding the Leader Within and progress through Communicating for Impact, Developing and Retaining Talent, Managing the Process, and wrap up with Leading for Desired Results. **Save \$276 when you sign up for the complete program, or take the modules individually.** Specific topics include developing as a supervisor, time management, effective communication, coaching, solving problems, making solid decisions, and cultivating great teams. You'll leave each class session with knowledge and practical skills you can immediately apply on your job! Materials included.

Aug 26-Dec 9 W 9am-4pm SCC \$3449  
 Sep 14-Dec 9 M/W 6-9am DTC \$3449

***New* Leadership 2020: Finding the Leader Within**

If you are new to a leadership role, struggle with seeing yourself as a leader, or feel disconnected from the leader you are, this 5 module program will help you dig deep and find the leader within. Topics include Introduction to Leadership, Understanding Personality Types, Working in an Ethical Manner, Getting Things Done Under Pressure, and Accepting Personal Accountability. Materials Included.

Aug 26-Sep 9 W 9am-4pm SCC \$699  
 Sep 14-28 M/W 6-9pm DTC \$699

***New* Leadership 2020: Communicating for Impact**

As a leader, it is essential for you to effectively communicate with all levels of your organization. This 5-module program will provide you with the skills you need to communicate for impact. Topics include Understanding Your Communication Style, Essential Communication Skills, Conflict Resolution, Coaching and Counseling Parts 1 & 2. Materials included.

Sep 16-30 W 9am-4pm SCC \$699  
 Sep 30-Oct 14 M/W 6-9pm DTC \$699





## Leadership 2020: Developing and Retaining Talent

With such a high demand for qualified workers in the marketplace, how do you ensure you are effectively leading and retaining and your team? This 5-module program will provide you with the tools you need to nurture skills, develop talent and inspire results. Topics include Selecting the Best Person for the Job, Defining Performance Expectations, Evaluating Performance, Motivating to Excel, and Leading Work Teams. Materials included.

Oct 7-21	W	9am-4pm	SCC	\$699
Oct 19-Nov 2	M/W	6-9pm	DTC	\$699



## Leadership 2020: Managing The Process

Your roles as a leader is to have a long-range perspective and to make productive the specific strengths and knowledge of every individual on your team. This 5 module program will give you the tools to manage this process. Topics include Setting Goals and Objectives, Planning for Results, Analyzing and Solving Problems, Making Solid Decisions, and Leading in a Changeing Environment. Materials included.

Oct 2-Nov 11	W	9am-4pm	SCC	\$699
Nov 4-18	M/W	6-9pm	DTC	\$699



## Leadership 2020: Leading for Desired Results

As a leader, your job is to innovate, inspire trust, challenge the status quo, and focus on the horizon. This 5 module program will give you the tools to effectively accomplish these goals. Topics include The Challenge of Leadership - Legally Speaking, Effective Delegation, Productive Partnership, Valuing Diversity, Core Leadership Skills. Materials included.

Nov 18-Dec 9	W	9am-4pm	SCC	\$699
Nov 23-Dec 9	M/W	6-9pm	DTC	\$699



## Leadership 2020: Individual Modules

The following modules can be taken individually for \$149 each. For a complete description visit [www.sccsc.edu/professional\\_development](http://www.sccsc.edu/professional_development).

### Introduction to Leadership

Aug 26	W	9am-12pm	SCC	\$149
Sep 14	M	6-9pm	DTC	\$149

### Understanding Personality Types

Aug 26	W	1-4pm	SCC	\$149
Sep 16	W	6-9pm	DTC	\$149

### Working in an Ethical Manner

Sep 2	W	9am-12pm	SCC	\$149
Sep 21	M	6-9pm	DTC	\$149

### Getting Things Done Under Pressure

Sep 2	W	1-4pm	SCC	\$149
Sep 23	W	6-pm-9pm	DTC	\$149

### Accepting Personal Accountability

Sep 9	W	9am-12pm	SCC	\$149
Sep 28	M	6-9pm	DTC	\$149

### Understanding Your Communication Style

Sep 16	W	9am-12pm	SCC	\$149
Sep 30	W	6-9pm	DTC	\$149

### Essential Communication Skills

Sep 16	W	1-4pm	SCC	\$149
Oct 5	M	6-9pm	DTC	\$149

### Conflict Resolution

Sep 23	W	9am-12pm	SCC	\$149
Oct 7	W	6-9pm	DTC	\$149

## Coaching and Counseling Part 1

Sep 23 W 1-4pm SCC \$149  
 Oct 12 M 6-9pm DTC \$149

## Coaching and Counseling Part 2

Sep 30 W 9am-12pm SCC \$149  
 Oct 14 W 6-9pm DTC \$149

## Getting Off on the Right Foot: Selecting the Best Person for the Job

Oct 7 W 9am-12pm SCC \$149  
 Oct 19 M 6-9pm DTC \$149

## Defining Performance Excellence

Oct 7 W 1-4pm SCC \$149  
 Oct 21 W 6-9pm DTC \$149

## Evaluating Performance

Oct 14 W 9am-12pm SCC \$149  
 Oct 26 M 6-9pm DTC \$149

## Motivating to Excel

Oct 14 W 1-4pm SCC \$149  
 Oct 28 W 6-9pm DTC \$149

## Leading Work Teams

Oct 21 W 9am-12pm SCC \$149  
 Nov 2 M 6-9pm DTC \$149

## Setting Goals and Objectives

Oct 28 W 9am-12pm SCC \$149  
 Nov 4 W 6-9pm DTC \$149

## Planning for Results

Oct 28 W 1-4pm SCC \$149  
 Nov 9 M 6-9pm DTC \$149

## Analyzing and Solving Problems

Nov 4 W 9am-12pm SCC \$149  
 Nov 11 W 6-9pm DTC \$149

## Making Solid Decisions

Nov 4 W 1-4pm SCC \$149  
 Nov 16 M 6-9pm DTC \$149

## Leading in a Changing Environment

Nov 11 W 9am-12pm SCC \$149  
 Nov 18 W 6-9pm DTC \$149

## The Challenge of Leadership-Legally Speaking

Nov 18 W 9am-12pm SCC \$149  
 Nov 23 M 6-9pm DTC \$149

## Effective Delegation

Nov 18 W 1-4pm SCC \$149  
 Nov 30 M 6-9pm DTC \$149

## Productive Partnership

Dec 2 W 9am-12pm SCC \$149  
 Dec 2 W 6-9pm DTC \$149

## Valuing Diversity

Dec 2 W 1-4pm SCC \$149  
 Dec 7 M 6-9pm DTC \$149

## Core Leadership Skills

Dec 9 W 9am-12pm SCC \$149  
 Dec 9 W 6-9pm DTC \$149

## LANGUAGE / COMMUNICATION

### American Sign Language (ASL)

American Sign Language (ASL) is the primary sign language of hearing impaired communities in the United States and Canada, as well as numerous countries in Latin America and Africa. It is the third most used language in the United States, next to English and Spanish. This class is designed to enable you to develop the skills and knowledge needed to communicate effectively with the hearing impaired. You will be introduced to the basics of ASL. Readiness for learning will be approached via visual-gestural communication techniques, visual discrimination, and visual memory exercises. ASL questions, commands, and other simple sentence structures are introduced to help you develop rudimentary conversational skills in ASL. This is a great language choice if you are a visual or hands-on learner. This summer semester-long course will include both credit seeking college students and members of the community earning Continuing Education Units.

Required Textbook: *Signing Naturally* (can be purchased in college bookstore, Book Inn).

Aug 17-Dec 4  
 Tu 6pm-8:50pm SCC \$349

### Beginning German

If your German language skills are limited to "Sprechen Sie Deutsch?" and "Gesundheit", then this entry level course is for you. It is geared toward those who have had little to no instruction in the target language and assumes no previous knowledge of German. This course will provide you with a general foundation in the language and culture so you can cope with a range of predictable, everyday communicative situations encountered when interacting at a basic level, orally and in writing. You will also learn phrases that will assist you when working with German-speaking colleagues and/or with travel to any German-speaking country. Materials included.

Sep 29-Nov 19  
 Tu/Th 6:30-8:30pm TRC \$329



## Beginning Spanish

Is it time to brush up on your Spanish or start learning it? Develop your Spanish language skills through listening and speaking in this fun and stress-free class. You and your classmates will set the pace, there is no need for speed. Vocabulary along with basic communication skills and plenty of practice in group settings will provide a relaxed and fun environment to learn Espanol. Be ready for your next trip, use it at work, or learn a new language just for the fun of it. Book included.

Sep 15-Nov 17 Tu 6:30-9pm SCC \$239



## Advanced Beginner Spanish

This course focuses on conversation emphasizing pronunciation, fluency, and vocabulary. You will also gain the knowledge and structure necessary to use Spanish immediately for communication. The course will include the necessary oral practice of dialogue and basic grammar to communicate in Spanish at an advanced beginner to intermediate level. Topics will include everyday situations as well as tailored specific topics created by both the students and instructor. Materials included.

Oct 1-Nov 19 Th 6-8pm SCC \$199

## Conversational Chinese I

This beginner level course will introduce you to Chinese Culture, phonetics and daily expressions. After taking this class, you will have a basic understanding of Chinese Mandarin and will be able to have simple conversations about daily living; such as exchanging personal information, talking about daily arrangements and food, asking about prices, directions, weather, your hobbies, etc. Selected topics and situations will come from real life scenarios and can be used for everyday communications. The focus is on speaking and conversation; therefore Chinese characters will not be covered.

Sep 14-Oct 7 M/W 6:30-8:30pm SCC \$159

## Conversational Chinese II

In this class, you will continue to build upon the vocabulary and communication skills you had fun learning in Conversational Chinese I. Selected topics and situations will come from real life scenarios and can be used for everyday communications. The focus is on speaking and conversation; therefore Chinese characters will not be covered.

Oct 19-Nov 11 M/W 6:30-8:30pm SCC \$159

## LICENSURE / REVIEWS / EXAM PREPARATION

### ServSafe Food Protection Manager

This course is designed to prepare you to take the ServSafe Food Protection Manager Certification Exam. You will learn proper sanitation precautions and the results to be expected should these precautions not be taken. The course will cover critical principles including: personal hygiene, cross contamination, time and temperature, receiving and storage, food safety management systems, training hourly employees, and more.

Textbook is required and we highly recommended you purchase, read and do the study questions prior to class. This class moves at a very fast pace and will prove to be difficult for anyone who has not reviewed the material in advance. ServSafe Manager 6th Edition is available for purchase at the college Book Inn. Students must bring textbook to class. The first class session will cover the material. The exam will be administered at the second session two weeks later.

Sep 12 & 26	Sa	8am-5pm	DTC	\$129
Nov 7 & 21	Sa	8am-5pm	SCC	\$129





## MARKETING

### How to Generate Topnotch Publicity!

Are you a freelance specialist or in a position where you are responsible for promotional events? A major publicity hit can get your story in front of all the people who matter most to your business. This program teaches you how to develop media plans for topnotch participatory experiences to promote products, services, and events. Jennifer M. Bartok, who has produced events for Warner Brothers in Los Angeles, and who currently produces events in New York City, will show you how the tools of publicity are used in experiential marketing. You will also learn tips on how to formulate and direct promotional needs in order to coordinate special events for yourself, your company, or your clients.

Aug 4-13 Tu/Th 6-8pm TRC \$189

## PROFESSIONAL SKILLS WORKSHOPS (1-DAY)

### **New** Administrative Support Skills Workshop

This workshop will give you the tools to make you that one person the office cannot live without. You will learn new tools to become more efficient and valuable than ever. You will also learn the core skills to help you use your resources efficiently, manage your time wisely, communicate effectively, and collaborate with others skillfully. Topics include: Getting Organized, Manage your time more effectively, Prioritize your time so you can get it all done, Complete Special Tasks, Verbal Communication Skills, Non-Verbal Communication Skills, Empowering Yourself, Deal better with your managers, Taking Care of Yourself. Materials, continental breakfast and afternoon snacks included.

Sep 16	W	8am-5pm	SCC	\$199
Oct 27	Tu	8am-5pm	CCC	\$199
Dec 8	Tu	8am-5pm	Union	\$199

### **New** Assertiveness and Self-Confidence Workshop

Self-confidence and assertiveness are two skills that are crucial for success in life. If you don't feel worthy, and/or you don't know how to express your self-worth when communicating with others, life can be very painful. These skills will provide opportunities and benefits to you in your professional and personal life.

This workshop will give you an understanding of what assertiveness and self-confidence each mean and how to develop those feelings in your day-to-day life. Materials, continental breakfast, afternoon snack included.

Aug 27	Th	8am-5pm	DTC	\$199
Dec 3	Th	8am-5pm	CCC	\$199

### **New** Budgets and Financial Reports Workshop

Money matters can be intimidating for even the smartest people. However, having a solid understanding of basic financial terms and methods is crucial to your career. When terms like ROI, EBIT, GAAP, and extrapolation join the conversation, you'll want to know what people are talking about, and you'll want to be able to participate in the discussion. This workshop will give you a solid foundation in finance. We'll cover financial statements, budgets (and how to manage them), forecasting, purchasing decisions, and financial legislation. Materials, continental breakfast and afternoon snacks included.

Sep 30 W 8am-5pm TRC \$249

### **New** Business Etiquette Workshop

This workshop examines the basics of etiquette in the business world. Most importantly, to be considerate of others, dress/appearance, the workplace versus social situations, business meetings, proper introductions and 'the handshake', conversation skills/small talk, cultural differences affecting international business opportunities, dealing with interruptions, and proper business email and telephone etiquette. Have you ever been in a situation where:

- You met someone important and had no idea what to say or do?
- You spilled food all over yourself at an important business event?
- You showed up at an important meeting under or overdressed?

Let's face it: we've all had those embarrassing etiquette gaffes. This Business Etiquette workshop will help you look and sound your best no matter what the situation. Materials, continental breakfast and afternoon snacks included.

Sep 15	Tu	8am-5pm	SCC	\$199
Sep 29	Tu	8am-5pm	CCC	\$199
Oct 27	Tu	8am-5pm	Union	\$199



**New** **Civility in the Workplace Workshop**

Rudeness is an epidemic costing industry millions of dollars a year. Indeed, what society seems to be gaining in terms of both knowledge and technological advancement, it's losing out on basic social values that directly impact the bottom line.

To address the growing problem of incivility in the work setting, this workshop introduces the concept of civility, its importance to a company, as well as its typical causes and effects. Skills needed to effectively practice civil behavior, as well as different ways organizations can systematize civility in the workplace will also be discussed. The benefits of workplace civility are countless and will pay off immensely in every aspect of your job. Materials, continental breakfast, afternoon snack included.

Sep 17	Th	8am-5pm	DTC	\$199
Oct 22	Th	8am-5pm	TRC	\$199

**New** **Customer Service Workshop**

Each and every one of us serves customers, whether we realize it or not. Maybe you're on the front lines of a company, serving the people who buy your products. Perhaps you're an accountant, serving the employees by producing their pay checks and keeping the company running. Or maybe you're a company owner, serving your staff and your customers. This workshop will look at all types of customers and how we can serve them better and improve ourselves in the process. You will be provided a strong skillset including in-person and over the phone techniques, dealing with difficult customers, and generating return business. Materials, continental breakfast and afternoon snack included.

Sep 10	Th	8am-5pm	Union	\$199
Oct 21	W	8am-5pm	TRC	\$199
Nov 18	W	8am-5pm	CCC	\$199
Dec 9	W	8am-5pm	SCC	\$199

**New** **Emotional Intelligence**

Emotional intelligence describes the ability to understand one's own feelings, and that of groups, and how these emotions can influence motivation and behavior. Research has shown how work outcomes are directly affected by emotions. This course will show you how to define and practice self-management, self-awareness, self-regulation, self-motivation, and empathy. You will be given the tools to understand, use and manage your emotions, successfully communicate with others, relate emotional intelligence in the workplace, balance optimism and pessimism, and effectively impact others. Materials included.

Sep 1	Tu	8:30am-5pm	DTC	\$199
Nov 16	M-Th	6pm-8pm	TRC	\$199

**New** **Generational Gaps Workshop**

This workshop will help you understand the various generations present within your organization, what motivates them, and how to deal with them on a daily basis. While having various cultures in one workplace can present communication problems and conflicts, the benefits of such a variety in the workplace outweigh it. The workplace can present challenges to management in terms of handling the different generations present. As older workers delay retiring and younger workers are entering the workforce, the work environment has become a patchwork of varying perspectives and experiences, all valuable to say the least. Learning how to deal with the Generation Gaps at work will help you become a better manager or co-worker. Materials, continental breakfast and afternoon snacks included.

Sep 1	Tu	8am-5pm	CCC	\$199
Sep 22	Tu	8am-5pm	Union	\$199
Oct 6	Tu	8am-5pm	SCC	\$199

**New** **Handling a Challenging Customer Workshop**

Customer service is a necessary position in the job world today. It helps companies give customers what they want and what they need. Although many customers can be difficult, with the right training, skills, and knowledge, any difficult customer can be handled properly and effectively. With a positive attitude, your employee can effectively deal with the most difficult customers and both parties can end the conversation satisfied. This workshop will show you how engaging customers properly can benefit both the employee and customer. Effective customer service can change a company's reputation for the better. Gain a new perspective on how to react to negative customers and leave the customer satisfied and as a returning customer. Materials, continental breakfast and afternoon snack included.

Aug 26	W	8am-5pm	TRC	\$199
Oct 6	W	8am-5pm	SCC	\$199
Dec 2	W	8am-5pm	DTC	\$199





## Project Management

Did you know the principles organizations use to create enormous successes in large projects can be applied to projects of any size to create amazing success? As such, many employees are expected to understand project management techniques and how to apply them to projects of any size. This workshop will give you an overview of the entire project management process, as well as key project management tools you can use every day. Working with project planning documents, such as needs assessments, risk management plan, and a communication plan will provide benefits throughout your organization. Materials included.

Sep 30	W	8:30am-5pm	CCC	\$249
Oct 14	W	8:30am-5pm	Union	\$249
Nov 2	M	8:30am-5pm	DTC	\$249
Nov 9-12	M-Th	6-8pm	TRC	\$249



## Supply Chain Management

Supply Chain Management improves the coordination and relationship between Suppliers, Producers, and Customers. It must be kept at a high level of organization to be successful in today's global economy. Goods and services are now pieced together from all over the world, and this process can be hectic and complicated if not managed correctly. With Supply chain Management your company and employees will be on target to lower costs, improve efficiency, and increase customer satisfaction. This workshop will provide you with the understanding of how Supply Chain Management can improve and help almost any type of business. Materials, continental breakfast, afternoon snack included.

Sep 15	Tu	8am-5pm	CCC	\$249
Oct 27	Tu	8am-5pm	Union	\$249
Dec 1	Tu	8am-5pm	TRC	\$249



## Train the Trainer Workshop

Whether you are preparing to be a professional trainer, or you are someone who does a bit of training as a part of your job, you will want to be prepared for the training you do. You will begin the process of becoming a trainer and understand that training is a process where skills, knowledge, and attitudes are applied. This workshop will give all types of trainer's tools to help you create and deliver engaging, compelling workshops that will encourage trainees to come back for more. You will learn skills such as facilitating, needs analyses, understanding participant's needs, and managing tough topics. Materials, continental breakfast, afternoon snack included.

July 7	Tu	8am-5pm	SCC	\$249
July 28	Tu	8am-5pm	CCC	\$249
Aug 25	Tu	8am-5pm	Union	\$249

## REAL ESTATE

### Real Estate: Career Night

Are you considering a career in Real Estate? Register today for this FREE career information session. The workshop will provide you with information you need to know to make an informed decision about a career in Real Estate. You will have the opportunity to participate in a drawing for a free Real Estate Pre-Licensing course!

Jul 20	M	6-7pm	SCC	FREE
Jul 20	M	8-9pm	CCC	FREE
Oct 26	M	6-7pm	TRC	FREE
Oct 26	M	8-9pm	CCC	FREE

### American Home Inspectors Training Institute: Become an AHIT Certified Home Inspector

Our Home Inspection Training Courses, developed in conjunction with American Home Inspectors Training Institute, offer you the best in nationally certified home inspection training. Choose from our Master Classroom or distance learning courses. Study materials will provide you with a step-by-step process for executing a complete, thorough, professional home inspection and producing a professional home inspection report. These courses also include valuable information on how to successfully start up, market, and build your home inspection business so you are earning income as quickly as possible.

Master Classroom Class:

Aug 10-14	M-F	8am-6pm	TRC	\$1795
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For more information or to register, call AHIT at 800-441-9411 or visit AHIT.com.





## Property Management

This thirty-hour course is required by the South Carolina Real Estate Commission to receive a Property Management License and provides an introduction of the property management functions for being property managers, residents managers, leasing agents and other real estate professionals. Topics include laws affecting property management, rental agreements, tenant relations after leasing and insurance. Textbook included. For more information on Licensure Requirements go to <http://www.llronline.com>

Sep 14-Oct 14	M/W	6-10pm	CCC	\$289
Oct 26-29	M-Th	8:30am-5:30pm	TRC	\$289

## Real Estate: First Year Sales - Pre License

This 60 hour course is the first step you will take to list, sell, purchase, exchange, lease or dispose of real estate for others in the state of South Carolina. To qualify for licensure you must be at least 18 years of age, have a satisfactory credit report, be a high school graduate or a recipient of a certificate of equivalency (GED), have proof of completion of at least 60 hours of approved classroom instruction, receive a passing score on the state exam. Topics are real estate sales, real property law, agency, federal/state laws and regulations, pricing of real property, contracts, finance and mathematics. Textbook included.

Aug 3-13	M-Th	8:30am-5:30pm	TRC	\$489
Sep 15-Nov 12	Tu/Th	6-10pm	CCC	\$489
Nov 9-19	M-Th	8:30am-5:30pm	SCC	\$489

## Real Estate: Leases

This four-hour continuing education course is designed for real estate licensees who wish to learn more about the property management aspects of real estate practice. The course focuses on the fundamental characteristics of residential leasehold estates, the elements required of all leases, and the provisions commonly included in leases. Various types of leases and their basic differences will also be discussed. The course explains how leases must conform to the South Carolina Residential Landlord and Tenant Act. The course concludes with a discussion of the procedures for both lawful and unlawful termination of leases.

Aug 19	W	8:30am-12:30pm	SCC	\$65
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## Real Estate: Post Licensing

The Post Licensing course gives you the final 30 hours needed during your first year of licensure. After completing the course, you can send in your Upgrade Form to the LLR-Real Estate Commission. Topics include Agency and Property Disclosure, Real Estate Contracts, Ethics and Real Estate, Measurements and Valuation and Real Estate Specialty Topics. Textbook included.

Sep 21-25	M-F	8:30am-3:30pm	CCC	\$319
Oct 10-Nov 18	M/W	6-9pm	SCC	\$319

## Real Estate: Broker A - Broker Management

This 30 hour mandatory course on brokerage management is the first step to becoming a licensed South Carolina Real Estate Broker. This course is geared around establishing a South Carolina real estate office. Topics include operating a real estate brokerage, liability of a broker for torts of agents, ethics, short and long range planning, trust accounts and contracts. This course is 30 hours of 150 hours required to become a Broker (90 hours required for the salesperson's license may be used). In addition to the hours, you will need three years of experience with a salesperson's license and pass the state broker's exam. Material Included.

Nov 30-Dec 3	M-Th	8:30am-5:30pm	TRC	\$289
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## Real Estate: Broker B - Broker Exam Prep

This class is 30 hours of the 150 hours required to become a Broker (90 hours required for the salesperson's license may be used). In addition to the hours, you will need three years of experience with a salesperson's license and pass a state broker's exam. This course covers real property law; agency, federal, and state laws; regulations; pricing of real property; contracts; finance; math; closing statements.

Dec 14-17	M-Th	8:30am-5:30pm	TRC	\$289
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## Real Estate: Contracts & Agency Agreements

Clear, legally enforceable agreements are an essential component of the practice of real estate. Real estate licensees must be familiar with both contract law and agency law in order to protect their clients, their customers and themselves against errors, oversights and misunderstandings. This four-hour continuing education course includes a review of the elements required of valid and enforceable contracts, the numerous ways in which contracts may be classified, the "offer and acceptance" process and more.

Oct 15	Th	1:30-5:30pm	SCC	\$65
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## Real Estate: Professional Expectations & Obligations

This course is designed to increase compliance with regulations, statutes or ethical principles required of real estate professionals to either do something you know is required or refrain from doing something because you know it is inappropriate.

Course covers:

- Introduction - Stepping Up to Higher Standards
- Basic Obligations - Setting a Good Starting Foundation
- The Requirements of Licensure - Who Is in the Race and Who is Not
- Diligence & Disclosure - Challenges & Hurdles
- Disciplinary Actions & the Process - Problems in the Race
- Professionalism in Action - Committing to Excellence.

Aug 19	W	1:30-5:30pm	SCC	\$65
Oct 15	Th	8:30am-12:30pm	SCC	\$65

## COMMUNITY INTEREST & PERSONAL ENRICHMENT

**Learn a new skill or start a new hobby!** Our experienced artists, designers and content experts provide you with individual attention no matter what your skill level. Whatever your age, keeping your mind actively engaged is one of the most important things you can do to ensure a lifetime of growth.

### ANIMAL CARE

**New** **First Aid for Cats and Dogs**

Learn what you can do if your pet is sick or injured. This course is designed for dog and cat owners interested in providing basic first aid for your pet, while preparing for a trip to the veterinarian. You will learn what constitutes an emergency, how to approach and transport an injured pet safely, how to prepare a basic first aid kit, basic dog/cat anatomy, how to check your pet's vital signs, CPR and information and your role in specific emergency situations (wounds, broken bones, toxic substance ingestion, insect stings/ snake bites, and more).



Sep 17-Oct 8  
Th 6:30-8:30pm      SCC    \$49

**New** **Basic Dog Grooming & Care**

This course will show you how to properly care and perform basic grooming procedures on dogs. You will learn basic small animal grooming, parasite recognition, basic nutrition as it applies to coat health, basic understanding of canine coat types & textures, and understand basic professional grooming tools. This 24 hour class will be divided into 12 hours of lecture and demonstration and 12 hours of student's dogs demos, where student dogs will be brought in, one per week, for the entire class to work on. We will not be using clippers in this class – that is the next level class. Material list will be provided at the first class meeting.

Sep 15-Dec 1  
Tu 6:30-8:30pm      TRC    \$149

### ART & CREATIVITY

**New** **Creating Simple Cartoon Characters (for ages 7-12)**

This fun workshop is designed for 7 to 12 year olds. Have you ever wondered how your favorite cartoon characters are made? Come and be introduced to drawing basic shapes that will allow you to create fun characters that are all your own. Your imagination will soar while you are looking at examples from many familiar cartoons. Required supplies: Pencils, Drawing Paper (at least 8 1/2 x 11), and Markers.

Aug 22	Sa	9am-12pm	SCC	\$19
Sep 19	Sa	9am-12pm	CCC	\$19
Oct 24	Sa	9am-12pm	TRC	\$19

**New** **Creating Basic Cartoon Characters (for ages 13-18)**

This fun workshop is designed for 13 to 18 year olds. Do you have a cartoon character in your mind but you don't know how to put that image on paper? This class will get you over that hurdle by helping you get into your character's head and learn more about him/her. Through this process, you will learn how shapes play an important part in the overall design and creation of your character and what they can tell about your character. Required supplies: Pencils, Bristol Paper (Strathmore or Canson, at least 8 1/2 x 11), Pens, and Markers.

Sep 12	Sa	9am-12pm	SCC	\$19
Oct 17	Sa	9am-12pm	CCC	\$19
Nov 7	Sa	9am-12pm	TRC	\$19



## Pencil Drawing: Basic

Are you constantly doodling on the side of your notes during school or meetings at work? You may think those doodles are nothing special; however you can learn to develop skills that can turn those simple doodles into cartoons or even realistic life drawings. This class will teach you the basics of pencil drawing from shading techniques to values, perspective and composition. This introductory course requires no background in drawing ability; therefore, you will begin at the most basic level of drawing and proceed to a reasonable competence in drawing skills, helping unlock the artist inside. Required class supplies: Sketch pad 14 X 17 bristol, stathmore, canson; medium kneaded eraser; 4 graphite pencils (hb, 2b, 4b, 6b).

Aug 17-Sep 3 M/Th 6:30-8:30pm SCC \$79



## Portrait Drawing: Basic

Drawing the face has been a subject of artists for centuries. This course will teach you the basics of portrait drawing. Starting with essential foundations such as placement of the drawing, study of bone and muscular structure in the head, neck, and upper torso; proportion and features. You will then learn how to add shading and lighting to add depth and interest to your portrait. Pre-requisite: Basic Pencil Drawing or equivalent skill. Required class supplies: Drawing pad of 9x12 Bristol vellum or smooth in Strathmore or Canson brands, regular eraser, medium kneaded eraser five graphite pencils- (4h, 2h, hb, 2b, 4b).

Sep 14-30 M/Th 6:30-8:30pm SCC \$79

## The Art of Creating Comics

Are you a big kid at heart and would enjoy using your imagination to create comics? This class will teach you the basics of creating comics, from comic-base scripting and character designing to cleaning up final inks. You will create a story assignment to share with the class. You will also learn about commonly used tools in the making of comics, as well as the



importance of perspective drawing and lighting. In addition, the class will discuss using programs, such as Photoshop, for resizing pages to correct size and cleaning up for the final product. Interest in any style or genre of comics is welcome. Class supplies for first class-sketch paper and #2 pencils. Additional supply list will be given at the first class. Pre-requisite: Basic Pencil Drawing or equivalent skill.

Oct 12-29 M/Th 6:30-8:30pm SCC \$79

## CAKE DECORATING

### The Art of Decorating Cupcakes, Cake Pops & Chocolate



With all of this sweetness in one class, your sweet tooth will be more than satisfied! Bill Jackson, Spartanburg's own premier pastry chef and chocolatier will teach you how to ice and decorate classic cupcakes with swirl and panache. Then, you will learn how much fun it is to make and decorate cake pops! When you think it can't get any better than that, Bill will show you how to melt and temper chocolate and teach you the piping skills to create those special artisan chocolates. Bring 12 unfrosted cupcakes to class. A supply list will be provided upon registration.

Aug 15	Sa	9:30am-3pm	SCC	\$39
Sep 19	Sa	9:30am-3pm	SCC	\$39
Oct 12	M/Tu	6-8:30pm	SCC	\$39
Nov 7	Sa	9:30am-3pm	CCC	\$39

### Cake Decorating: Basics

Take your cake baking hobby to a new level by learning how to beautifully decorate your baked goods. Bill Jackson, Spartanburg's own premier pastry chef and cake designer, will teach you his secret techniques and tips for creating beautiful cakes for family, friends, and special occasions. In this class, you will learn how to decorate your cake with icing, drop flower, rosettes, shells and much more! Supplies are approximately \$40 and the supply list will be provided upon registration.

Sep 14-Oct 5 M 6:30-8:30pm SCC \$79

### Cake Decorating: Intermediate

Now that you know the basics of decorating a cake, Bill Jackson, Spartanburg's own premier pastry chef and cake designer, will show you how to step it up a notch! In this class, you will increase your ability to add details and decorative elements to your basic designs, while learning how to work with fondant and royal icing. Supplies are approximately \$40 and the supply list will be provided upon registration.

Oct 26-Nov 16 M 6:30-8:30pm SCC \$79



## Cake Decorating: Professional

Have you always wanted to learn how to decorate beautiful cakes like the pros? Here is your chance! Bill Jackson, Spartanburg's own premier pastry chef and cake designer, will teach you his secret techniques, so you can design cakes as a hobby or prepare to work as an entry level cake decorator, either commercially or privately. Our fun, informative, and hands-on class will teach you all the techniques of icing consistency, recipe, storage and tools to produce a finished cake with buttercream, royal icing, chocolate or fondant. You will also be able to top and finish your cake with flowers made from sugar and chocolate. Class supplies are approximately \$70. Supply list will be provided upon registration.

Oct 1-Nov 19    Th            6:30-9pm            SCC    \$299

## Cake Decorating: Wedding Cakes

Any season is wedding season! Now is a great time to learn the art of creating wedding cakes. This skill can both save you hundreds of dollars and/or help you earn money by making your own or creating wedding cakes for friends and family. In this two day hands-on class, you d tiers. You will also learn how to build a three tier and larger cake and how to transport and move it.

Bill Jackson, Spartanburg's own premier pastry chef and wedding cake designer, will discuss planning of cake sizes, design fundamentals plus consultations, contracts, delivery and setup at a wedding venue. All supplies will be furnished.

Sep 26-27            Sa/Su            9am-5:30pm            SCC    \$299

## Gingerbread House & Igloo Workshop

Spread Holiday Cheer by decorating your very own Gingerbread House Masterpiece with your Family! Take a break from gift shopping and enjoy this fun, creative activity. Celebrate the Season and spread the Holiday spirit with family bonding and fun by bringing home your very own gingerbread house. This workshop is great for a parent/child team to work together. But don't worry, if there is no little one to bring, you are welcome to attend alone. You will: -Design and decorate your very own gingerbread house -Learn how to make an igloo from sugar cubes -Learn how to make royal icing. Our signature December Workshop is led by Bill Jackson, Spartanburg's own premier pastry chef. He is an expert in rolled chocolate, fondant, buttercream, silicone molds, sugar art and flowers to the very smallest details. All materials included.

Dec 5            Sa            9am-5pm            SCC    \$59



## FITNESS

### BellyRobics

If you love fitness and dance, then it is time for you to give BellyRobics a try! BellyRobics is a fun workout based on the ancient art of belly dance with a modern twist. You will burn calories and lose inches, and find this form of exercise is like no other, guaranteed to work where others have failed. You will notice a change in your waist, abdomen, hips, and upper body; but most changes will occur in the legs and thighs. There are no harsh aches or pains afterwards, but a feeling you have had a good workout. Orthopedic surgeons agree it is the best form of exercise that does not tax the joints as other exercise movements do. BellyRobics helps with circulation problems and has been known to be good for most spinal disorders and also for pre and post child bearing. The feet are used to carry the hips, thus relieving pressure on the spine during exercise. Bare feet are suggested for comfort and safety.

Aug 4-20            Tu/Th            6-7pm            DTC    \$49

## MISCELLANEOUS

### Capture The Power of Storytelling

Do you want people to listen to you? Do you have a story to tell? Do you need to communicate and connect with your employees, students, or patients? Do you have a job interview in your future? The course will focus on the basics of how you can create and tell a story. Learn how to take your experiences, your work and the things you are passionate about and bring them to life. Topics include the uses of storytelling- personal, performance or in your vocation, how to create your own stories, resources for storytelling- how to and styles of storytelling, how to connect subject matter and audiences, skills for storytelling and public performance, actual practice and performance. At conclusion, you will have a time to tell your story and also experience the power of storytelling to teach, communicate and connect with classmates, friends, employers and associates.

Oct 5-Nov 23    M            5:30-7:30pm            DTC    \$89

### Law School for Non-Lawyers

The South Carolina Bar Pro Bono Program, in partnership with Spartanburg Community College, will sponsor a seven-week Law School for Non-Lawyers program. This program will cover a variety of general legal subjects, which includes a helpful textbook on South Carolina law. Weekly topics include: Overview of State Courts and Alternative Dispute Resolution, Family Law, Juvenile Justice and Child Protection Hearings, Wills, Estates and Probate, Health Care and Elder Law, Bankruptcy Law, Consumer Law and Debt Collection, Real estate/Landlord-Tenant Law, Employment Law and S.C. Workers' Compensation Law, and Criminal Prosecution and Defense.

Sep 17-Oct 29    Th            6-9pm            SCC    \$49

## Defensive Driving

When you successfully complete this defensive driving program, you can get four (4) points taken off your driving record. You may take this class only once every three years for point reduction purposes; however, it is not applicable to DUI violations. No shows will not receive a refund. Please contact your insurance provider to learn if this class will help your rate, as points are not automatically taken from insurance. You must bring your Driver's License, pen or pencil and be on time.

Aug 1	Sa	8am-5pm	CCC	\$99
Aug 15	Sa	8am-5pm	SCC	\$99
Aug 25-26	Tu/W	6-10pm	TRC	\$99
Sep 8-9	Tu/W	6-10pm	DTC	\$99
Sep 19	Sa	8am-5pm	CCC	\$99
Oct 3	Sa	8am-5pm	SCC	\$99
Oct 17	Sa	8am-5pm	DTC	\$99
Oct 27	Tu/W	6-10pm	CCC	\$99
Nov 7	Sa	8am-5pm	SCC	\$99
Nov 17-18	Tu/W	6-10pm	TRC	\$99
Dec 5	Sa	8am-5pm	CCC	\$99
Dec 15-16	Tu/W	6-10pm	SCC	\$99



## Writing for Well Being

Are you interested in improving your mental, emotional, and spiritual health and wellness? This class is designed to help you examine and express important emotions and circumstances in life. Reflective writing provides improvements in mood, lowered stress levels, and greater understanding of your life. Therapeutic writing leads to growth and healing. The skills you learn during this course will have immediate rewards that can be carried throughout life. Workbook included.

Oct 5-Nov 9	M	6:30pm-8pm	SCC	\$59
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## SEWING



### Sewing Basics

Do you like nice clothes and decor for your home but don't want to pay store prices? Save money by making it yourself! This class will teach you how to select fabric, read patterns, lay and cut out patterns on fabric, put in zippers, sleeves, hems and much more! Students will determine their own project and work at their own pace. First class is lecture format and will cover sewing basics to prepare you for your sewing project. For the classes that follow, students need to bring own supplies; such as, sewing machine, pattern and material (washed), sewing notions and tools needed for sewing project.

Sep 9-Oct 14	W	6:30-8:30pm	SCC	\$89
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### Sewing Intermediate

This class is designed for those with a basic understanding and comfort level with sewing who want to take their skills to the next level. You will learn how to work with knit and napped fabrics, seam finishes, install buttonholes and zippers. You will work on your own projects. Please bring your sewing machine, notions, pattern and washed fabric to the first class.

Oct 21-Nov 18	W	6:30-8:30pm	SCC	\$69
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## COMPUTER TECHNOLOGIES

**Keep your skills up-to-date!** Advancing technologies require us to constantly update our skills, learn new tasks, and develop multiple strengths whether you are considering a career change, or personal development. Learn to use appropriate software tools and processes such as word processing, spreadsheet, database, presentations, design and accounting fundamentals.

### Basic Computer Skills

If you consider yourself a computer novice, then this fun and easy class is for you! You will gain a solid foundation and learn how to use a computer. The class starts with elementary computer concepts and introduces basic navigation such as mousing, the cursor, the desktop, and the taskbar. The fundamentals of word processing are covered. You will be introduced to basic file browsing and file management. Web browsing and web basics are also explained, plus discussion of webmail, email attachments, and email security; including scams, phishing, and spam. Your learning will be reinforced with plenty of illustrations and practical, hands-on projects and exercises. No previous knowledge of computers is assumed. Book can be purchased in college Book Inn for approximately \$30.

Sep 21-Oct 19 M 6-9pm SCC \$249

### ITIL® Foundation Boot Camp

The ITIL® Foundation Boot Camp is the entry level certification course for IT Service Management Best Practices training in Information Technology Infrastructure Library (ITIL). You will learn the latest version of core ITIL best practices presented from a lifecycle perspective. You will be introduced to the principles and core elements of IT service management (ITSM) based on ITIL. ITIL is comprised of five core publications: Service Strategy, Service Design, Service Transition, Service Operations and Continual Service Improvement, promoting alignment with the business as well as improving operational efficiency. An exciting case study will further enhance and cement your knowledge of ITIL. This program will suitably prepare you to successfully take the associated ITIL Foundation certification test, which will be administered during the latter half of day 3. Materials and exam included.



Sep 2-4 M/Th/F 8am-4pm TRC \$1499

## SOFTWARE TRAINING

### Access Specialist

Completion of this program will demonstrate that you have advanced skills in Microsoft Access 2013. Learn how to design a database, create tables, work with forms, query a database and utilize reports. You will also learn how to refine table design by creating and modifying relationships, modify table structures, format a table database layout, set field properties, and set lookup fields. Expand your skills by learning to customize input forms, create a form with a sub form, add calculations to forms, create complex queries, customize reports, database interface and startup options, import and export data, and data maintenance. Materials included.

Oct 19-23 M-Th 9am-1pm SCC \$459  
 Nov 2-30 M/W 6-8pm CCC \$459

### AutoCAD 2013 Fundamentals

This course will enable you to create a basic 2D drawing in AutoCAD 2013 software. Even at this fundamental level, the AutoCAD software is one of the most sophisticated computer applications you are likely to encounter; therefore learning to use it can be challenging. This 48 hour course covers many of the tools and features you will need for professional level 2D drafting and 3D solid modeling. Learn how to configure AutoCAD to work more efficiently, draw designs more precisely, and modify drawings like a pro. Whether you prefer to work with 2D drawings or 3D solids within your designs, this course will give you the tools to get started today. Book included.

Sep 22-Nov 12 Tu/Th 6-9pm SCC \$1049

### Excel 2010: Basic

Microsoft Excel is the most powerful, yet most underutilized program. This class teaches how to create, analyze and share important data. Topics: Getting Started, Entering and Editing Data, Modifying a worksheet, Using Functions, Formatting, Printing, Charts, Managing large workbooks, Graphics and Screenshots. Book included.

Oct 1-15 Th 6-8:30pm TRC \$199  
 Sep 9 W 9am-4pm TRC \$199  
 Nov 4 W 9am-4pm CCC \$199

### Excel 2010: Intermediate

Use Excel 2010 Intermediate to advance your skills in using multiple worksheets and workbooks, advanced formatting, outlining and subtotals, cell and range names, tables, web and sharing features, advanced charting, documenting and auditing, templates and settings, pivot tables and pivot charts. Pre-requisites: Working knowledge of Windows and Excel Basics. Textbook included.

Oct 29-Nov 19 Th 6-8pm TRC \$229  
 Nov 18 Th 8am-5pm CCC \$229





## Excel: Formulas and Functions

Formulas are one of Excel's most powerful features. They have the ability to save you time, increase the accuracy of your spreadsheets, and make sense of data. Learn to create and modify basic formulas and functions to calculate values such as sum, average, maximum, and minimum. Discover how to use IF functions which can flag a cell with a text label, display a value, or perform a calculation when specific criteria are satisfied. Basic understanding of Excel is strongly encouraged. Materials included.

Sep 10	Th	9am-12pm	CCC	\$39
Sep 22	Tu	6-9pm	TRC	\$39
Oct 13	Tu	9am-12pm	TRC	\$39
Oct 27	Tu	6-9pm	CCC	\$39
Dec 9	W	9am-12pm	TRC	\$39



## Excel: PivotTables, LookUp & Macros

Do you wish you know how to perform sophisticated data analysis, spot trends, and draw conclusions with pages full of data? you can by utilizing features such as VLOOKUP and HLOOKUP functions, PivotTables, and PivotCharts that come standard with Microsoft Excel. Find out how to create, format, and modify PivotTables and PivotCharts. Learn how to add fields and how to hide and show PivotTable items. Learn how to record and run macros to help automate repetitive tasks. Intermediate knowledge of Excel is encouraged. Materials included.

Sep 10	Th	1-4pm	CCC	\$39
Sep 24	Th	6-9pm	TRC	\$39
Oct 13	Tu	1-4pm	TRC	\$39
Nov 10	Tu	6-9pm	CCC	\$39
Dec 9	W	1-4pm	TRC	\$39



## PowerPoint Specialist

Completion of this program will demonstrate that you have advanced skills in Microsoft PowerPoint 2013. Learn how to create, design, and deliver a presentation, add graphics, animation, sound, and insert charts. You will also learn how to prepare a presentation, add multimedia and use tables in a presentation, and customize themes and slide masters. Expand your skills by learning to connect and broadcast presentations, collaborate with others online, transport presentations, and integrate with other office programs. Materials included.

Aug 24-Sep 21	M/W	6-8pm	CCC	\$459
Nov 30-Dec 3	M-Th	9am-1pm	SCC	\$459

## SharePoint 2013 End User

If you have little to no experience with SharePoint from an end user perspective, then this course is for you! Become productive with SharePoint 2013 by learning the basics; including navigation, lists, libraries, managing document versions, creating and editing web page content, creating site columns and content types, integrating Office applications, and managing basic permissions.

Oct 20-Nov 12	Tu/Th	6-8:30pm	SCC	\$499
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## ACCOUNTING SOFTWARE

### QuickBooks 2015: Basics

Learn how to use QuickBooks 2015 to setup, organize and maintain your small business finances. In this class, you will create a company and learn how to back up your company's file and quickly set up shop—adding your banking information, credit cards, and historical data to the chart of accounts. You'll also learn how to set up your customers, vendors, employees, and inventory items. You will go through the day-to-day operations that keep your business running: creating estimates, invoices, and sales receipts; processing payments; recording deposits; and printing checks. Plus, learn how to run reports; find data about your business; and close the books, with end-of-year preparations. Materials included.

Sep 2-23	W	5:30-8:30pm	TRC	\$299
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### QuickBooks 2015: Beyond the Basics

This next level of QuickBooks 2015 will show you how to use the software for banking and reconciliation, managing and paying sales tax, working with transactions, modifying reports and setting up time and mileage tracking. Materials included.

Oct 7-28	W	5:30-8:30pm	TRC	\$299
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## HEALTHCARE

Take advantage of our short, affordable and hands-on healthcare programs and get the education you need to begin working immediately.

Healthcare occupations are projected to grow the fastest in the economy. Growing occupations include nurse assistants, phlebotomists, dialysis technicians, EMTs, 911 dispatch, patient care technicians and personal and home care aid.

### Learning multiple skill sets with our bundled programs can increase your career success!

#### American Heart Association Basic Life Support/CPR

Do you need to be certified in CPR and AED for your workplace? Have you been certified before and need to renew your certification? If you answered yes to either question come join us for this 4 hour class. You will learn how to manage and become certified in adult, child, and infant CPR. This class also teaches you how to treat a patient who is choking and how to properly use an AED.

\*This meets all healthcare employers' requirements for CPR certifications.

Aug 15	Sa	9am-1pm	SCC	\$59
Sep 17	Th	4-8pm	SCC	\$59
Oct 17	Sa	9am-1pm	SCC	\$59
Nov 19	Th	4-8pm	SCC	\$59
Dec 12	Sa	9am-1pm	SCC	\$59

#### Certified Nursing Assistant (CNA)

Have you ever cared for a loved one who was sick or injured? If you have and enjoyed that feeling of helping others then a career as a Certified Nursing Assistant or CNA may be right for you. This course teaches you how to properly care for people who need your help. Once you obtain your South Carolina credentials the sky is the limit on where you can go to work. CNAs are utilized in almost every healthcare setting from hospitals and doctors' offices to clinics and nursing homes. You will learn how to take vital signs and perform other vital skills. Having this course under your belt will set the stage if you decide to grow in this rapidly expanding profession. Most schools with weighted admissions give credit to students who are already certified nursing assistants. Come learn how to make your passion of helping people into a rewarding career! Visit our website for registration requirements at [www.sccsc.edu/Healthcare](http://www.sccsc.edu/Healthcare).

Sep 3-Oct 29	M/Th/Sa	4:30-8:30pm	SCC	\$899
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#### Dialysis Technician

Most patients who are on dialysis require visits to a clinic 3 times a week. These patients require a more specialized type of care. This class will teach you the basics of renal failure and renal replacement therapies including hemodialysis. You will learn the integral role that the Dialysis Technician plays in the everyday care of this patient population. This includes how to perform labs, draw blood, and operate kidney dialysis machines. Come learn how you can make a difference.

Visit our website for registration requirements at [www.sccsc.edu/Healthcare](http://www.sccsc.edu/Healthcare).

Sep 8-Oct 28	Tu/W	6-10pm	SCC	\$959
Dec 1-Jan 27, 2016	Tu/W	6-10pm	SCC	\$959

#### EKG/Arrhythmia Monitor Technician

This course prepares students to function as EKG Technicians as well as Arrhythmia Monitor Technicians and to take the National Healthcare Association (NHA) exam for the Electrocardiogram (ECG) Technician. This comprehensive 80-hour EKG Technician Certification Program consists of learning three skills, EKG Monitor, Arrhythmia Monitor and Certification in American Heart Association Basic Life Support/CPR training for Healthcare Providers. The course will include important practice and background information on the anatomy of the heart, physiology, medical disease processes, medical terminology, medical ethics and legal aspects of patient contact, laboratory assisting, electrocardiography, stress tests, holter monitors and arrhythmias. Additionally, students will practice with equipment and perform hands-on labs on live student patients, including the proper use and function of the EKG machine and other clinical practices. EKG Technicians also analyze printed readings of EKG tests, measuring various cardiac intervals and complexes, and determining a normal vs. abnormal EKG.

Visit our website for registration requirements at [www.sccsc.edu/Healthcare](http://www.sccsc.edu/Healthcare).

Sep 15-Nov 5	Tu/Th	9am-4pm	CCC	\$889
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## Medication Technician

So now you're a CNA and you might ask what is next? One option is becoming a Medication Technician. In this class you can broaden your skillset by adding a certification that will make you more knowledgeable and marketable. As a medication technician you will learn how to dispense medications in a long-term care or home health facility. You will learn the proper ways to administer medications as well as the legal regulations that govern this aspect of healthcare. Visit our website for registration requirements at [www.sccsc.edu/Healthcare](http://www.sccsc.edu/Healthcare).

Aug 26-Sep10

Tu/W/Th 9am-1pm SCC \$289

Nov 2-19

M/Th/Sa 4:30-8:30pm SCC \$289

## Patient Care Technician (PCT)

So you can't decide what you want to do. You like to help people and you want to learn it all. Well this is your one stop shop for all things healthcare. Once you complete this program you will be certified as a CNA, Medication Technician, Phlebotomist, Dialysis Technician, and Basic Life Support. If you are hungry to learn all you can about the medical field then this is the class for you. Visit our website for registration requirements at [www.sccsc.edu/Healthcare](http://www.sccsc.edu/Healthcare).

Jul 22, 2015-Jan 27, 2016

Tu/W/Th 9am-3:50pm SCC \$3359

Sep 3-March 30, 2016

M/Th/Sa 4:30-8:30pm SCC \$3359

## Phlebotomy Technician

Even though sometimes they are called the vampires of the medical industry being a phlebotomist doesn't require a cape or fangs. This course will take you all the way from learning about what blood is and does to when and how to draw it. You will be able to sit for the ASCP national exam and begin working in a variety of healthcare settings. When you finish your clinical time you will be ready to enter this fast paced career. Visit our website for registration requirements at [www.sccsc.edu/Healthcare](http://www.sccsc.edu/Healthcare).

Sept 14-Nov 16

M-F 4-8pm SCC \$969

Nov 30-Feb 2, 2016

M-F 4:30-8:30pm SCC \$969

## INDUSTRIAL

Are you unemployed, facing a downsizing, or just seeking a more rewarding and challenging job or career?

Even when the unemployment rate is high, a study by the National Association of Manufacturers indicates that 80 percent of manufacturers cannot find enough qualified applicants to fill job openings. Get qualified!

### Forklift Training

Be on the move and learn a new skill that will increase your opportunities in the workforce. You will learn the correct care and use of forklift equipment. You will be trained using OSHA's Powered Industrial Truck Standard (OSHA Standard (1910.178), forklift design limitations, use in material handling, pre-operation check, operator skills, and accident prevention. Class provides hands-on operation for sit-down forklift. You will receive a 3-year certification in forklift safety, preventative maintenance, and driving/operation skills. Certification is for sit-down and stand-up forklift operation. You must be at least 18 years of age and possess a valid driver's license. Closed toe shoes are required during class.

Aug 14	F	8am-12pm	SCC	\$139
Aug 28	F	8am-12pm	SCC	\$139
Sep 11	F	8am-12pm	SCC	\$139
Sep 25	F	8am-12pm	SCC	\$139
Oct 9	F	8am-12pm	SCC	\$139
Oct 23	F	8am-12pm	TRC	\$139
Nov 6	F	8am-12pm	TRC	\$139
Nov 20	F	8am-12pm	CCC	\$139
Dec 4	F	8am-12pm	Union	\$139

### Lean 101: This Stuff Works

In this course you will be introduced to a fast moving, hands-on, entry-level look at the history, rationale and fundamental principles of lean manufacturing. You will take a walk through the 8 Muda (or wastes) that recounts the trials and tribulations of the fictional Whacker Hammer Company. The 5-S portion includes several hands-on exercises that demonstrate the value



of setting up and maintaining an orderly workplace. Your class culminates with a production simulation that allows student teams to put what they have learned into practice to manufacture a product dubbed "Hickema Jigs". By the end of this training you be oriented to the basic concepts of lean as well as being convinced that "This Stuff Works". Key concepts: JIT, Kanban, Kaizen, Push/Pull Manufacturing, Standard Work, Cellular Manufacturing, Value-Added-vs-Non-Value Added Activities.

Sep 2	W	8am-12pm	SCC	\$119
Sep 9	W	8am-12pm	CCC	\$119
Sep 11	F	8am-12pm	Union	\$119



## MSSC Production Technician

Interested in Learning a New Skill or increasing your chances of promotion?

Learn how the Manufacturing Skills Standards Council (MSSC) Production Technician Certification training can help you land a great job targeted toward manufacturing.

The goal of the Production Technician Certification program is to raise the level of performance of production workers both to assist the individuals in finding higher-wage jobs and to help employers ensure their workforce increases the company's productivity and competitiveness. Core Components include Safety, Maintenance Awareness, Quality and Continuous Improvement, and Manufacturing Process and Production.

### What this means for you:

Gain the credentials, foundational skills and core competencies needed to be an easily trainable, flexible worker able to keep pace with technological changes.

- Improves your prospects for hiring
- Improves career advancement opportunities and earnings
- Improves job security through documented certification of proven skills

\* A high school diploma or GED is required for participation in the training program.

For further information call (864) 592-4900

## OSHA 10 Safety

The OSHA Outreach Training Program for General Industry will provide you training on hazard awareness and the safety and health hazards in workplaces in general industry. The program also provides information regarding workers' rights and employer responsibilities. Through this program taught by an OSHA authorized trainer, you will earn an OSHA 10-hour card. The course includes Introduction to OSHA, Walking and Working Surfaces, Electrical Safety, Hazard Communication, Fire Safety, Personal Protective Equipment, and other topics. This is a voluntary program and does not meet training requirements for any OSHA standards. You must attend all sessions to earn the 10-hour card.

Oct 7-8	W	8am-3pm		
	Th	8am-12pm	TRC	\$279

## SC Manufacturing Certification Information Sessions - Free

Course details on page 24.

Sep 9	W	11am-12pm	TRC	FREE
Sep 10	Th	4-5pm	TRC	FREE

## Six Sigma Yellow Belt Certificate

Yellow belt training means enhanced job placement ability, income and career growth. You will be an instant contributor by learning skills and tools that can be applied immediately to help your company improve their bottom line. You will be able to spot areas of monetary loss and eliminate them through process improvement techniques. You will learn techniques to identify and eliminate waste in an organization, value stream mapping, 5S quality improvement and variability reduction techniques.

Dec 7-8	M/Tu	8am-4:30pm	SCC	\$539
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## Statistical Process Control

Take control of your operation with the tools you will gain in our new statistical process control (SPC) class. In this action packed class you will learn how to apply principles to improve productivity, quality and increase cost savings. You will gain knowledge of control charting, organizing data, variation, spec vs. control limits and so much more.

Sep 28-30	M/Tu/W	8am-12pm		\$349
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## Welding Refresher

Are you looking to refresh your welding skills? Have you graduated from a welding program and received a diploma, certificate or general technology degree? If so, this refresher course will give you 20 hours of practice in our welding lab. You must provide your own welding materials for this class. Classes are offered mornings from 9am - 3pm M-Th or evenings 5:30pm - 9:30pm M-Th. You may register at any time during the term by calling (864) 592-4900.



## LOGISTICS

### Certified Logistics Associate

Move yourself into employment by learning how to keep things moving in today's distribution industry. In this 37 hour course, you will learn the foundational knowledge to be competent as an entry level front line material handler across all supply chain facilities, warehouse and distribution centers. Blended training of textbook, e-learning and instructor-led class covers topics such as logistics life cycle, safety principles, product receiving and storage, order processing, inventory control and more. Successful completion of the course and passing an assessment will earn you credentials of a Certified Logistics Associate from the nationally recognized Manufacturing Skill Standards Council (MSSC).

Oct 5-22 M-Th 5:30-8:30pm TRC \$979



### Supply Chain Management

Supply Chain Management improves the coordination and relationship between Suppliers, Producers, and Customers. It must be kept at a high level of organization to be successful in today's global economy. Goods and services are now pieced together from all over the world, and this process can be hectic and complicated if not managed correctly. With Supply chain Management your company and employees will be on target to lower costs, improve efficiency, and increase customer satisfaction. This workshop will provide you with the understanding of how Supply Chain Management can improve and help almost any type of business. Materials, continental breakfast, afternoon snack included.

Sep 15	Tu	8am-5pm	CCC	\$249
Oct 27	Tu	8am-5pm	Union	\$249
Dec 1	Tu	8am-5pm	TRC	\$249



## TRADES

### ELECTRICAL TRAINING



### Electrician Helper Certificate of Study

Electrician helpers assist electricians by performing duties requiring less skill. They measure, cut and bend wire and conduit, trace out short circuits in wiring, strip insulation from wire ends, drill holes and pull or push wiring through openings, and maintain tools and equipment. This Electrician Helper program, taught by a South Carolina certified and practicing Code Inspector, is a blend of lecture and hands-on training. You will learn conduit bending and installations; the safe installation of hardware used by electricians to mount and support various electrical components; how to properly install raceways, boxes and fittings; and the proper wiring techniques for the installation of conductors. There will be an emphasis on the appropriate NEC requirements in each lab exercise. Upon completion of this program, you will understand the practices and applications found in residential, commercial and industrial electricity; become familiar with power systems in homes, businesses, and factories; maintain electrical systems and install them in new construction; become familiar with tools of the electrical trade; learn National Electrical Code requirements; be prepared to take the MASE Journeyman's test. Books included.

Sep 22-Dec 8 Tu/Th 5:30-8:30pm SCC \$1499



### Basic Electricity

This beginner-level course will introduce and familiarize you with the basics of electricity and its practical applications. Starting with the fundamentals of electricity and learning how electricity gets to a building, you will quickly be immersed in practical, real world examples that illustrate how electricity is distributed and used. You will learn how to use electrical test equipment before moving on to an in-depth discussion about major electrical components, where & how these components work, and their purposes within electrical systems. Please bring a scientific calculator to class. Required textbook not included in tuition.

Sep 22-29 Tu/Th 5:30-8:30pm SCC \$179



### Grounding and Bonding

Grounding and bonding systems ensure that electrical systems are safe from electric shock and fires by limiting the voltage imposed by lightning, line surges, or unintentional contact with higher voltage lines as well as a ground-fault (phase-to-ground fault). Article 250 of the National Electric Code identifies grounding and bonding system installation methods. A properly installed grounding or bonding system can help prevent cable failures, equipment damage and power quality problems. Upon completion of this course, you will understand the purpose of grounding, how it works, and the requirements and practices for properly grounding equipment and building electrical systems. Please bring a scientific calculator to class. Required textbook not included in tuition.

Oct 1-6 Tu/Th 5:30-8:30pm SCC \$119



## Electrical Wiring: Residential

This course will teach you how to safely and properly wire houses, room additions, garages, and perform simple repairs. Learn the basic requirements of the National Electrical Code for 120v and 240v applications, including three-way and four-way switches, wall receptacles, GFIs and more. Please bring a scientific calculator to class. Required textbook not included in tuition.

Oct 8-29 Tu/Th 5:30-8:30pm SCC \$369



## Electrical Wiring: Industrial

This course will teach you how to safely and properly install three-phase light/heavy services ranging from 220 to 600 volts. The class covers transformers, ventilation and air conditioning relays, switch gears, motor controllers and magnetic starters. Elements of electrical wiring include lighting, conductors, branch circuits and conduits. You will become familiar with the requirements of the National Electrical Code, and will be able to properly install wiring, conduits and electrical distribution equipment by the end of the course. Please bring a scientific calculator to class. Required textbook not included in tuition.



Nov 3-24 Tu/Th 5:30-8:30pm SCC \$369



## Electrical Calculations

You must understand how to perform the important electrical calculations specified in the National Electrical Code to be successful in the electrical trade. This course will take you step-by-step through the calculations for residential, commercial and industrial applications to help you fully understand the concepts behind them. Topics include: Raceway and Box Calculations, Conductor Sizing and Protection Calculations, Motor and Air-Conditioning Calculations, Voltage-Drop Calculations, Dwelling Unit Calculations. Please bring a scientific calculator to class. Required textbook not included in tuition.

Dec 1-8 Tu/Th 5:30-8:30pm SCC \$179

## HVAC TRAINING



## Principles of Refrigeration

This 27 hour course will introduce you to the fundamental concepts and theories of refrigeration and air conditioning. Basic physics, major component functions, gas laws, and pressure/temperature relationship are also introduced to assist in the understanding of the compression refrigeration cycle. Required Text: Principles of Refrigeration available at the Book Inn.

Aug 25-Sep22 Tu/Th 5:30-8:30pm SCC \$399



## Compressors, Condensers and Cooling Towers

This 30 hour course provides a comprehensive overview of the three major components of refrigeration and air conditioning systems: compressors, condensers, and cooling towers. Gain knowledge of reciprocating, rotary, screw, centrifugal, and scroll compressors, as well as other classifications of compressors (open, semi-hermetic, and hermetic). Air-cooled condensers, watercooled condensers, evaporative condensers and cooling towers, and water treatment are also covered. Required Text: Compressors, Condensers, and Cooling Towers available at the Book Inn.

Sep 29-Oct 29 Tu/Th 5:30-8:30pm SCC \$429



## Evaporators and System Components

This 33 hour course will introduce you to the areas of refrigerant evaporators, metering devices, refrigeration system controls, refrigerant tables, refrigerant properties and characteristics, and refrigerant designations. Evaporator types include gravity coils, brine units, cold plate, shell-and-tube evaporators and blower evaporators. Refrigerant controls include pressure controls, temperature controls, differential controls, thermostat expansion valves, evaporator pressure regulators, suction pressure regulators, solenoid valves, and reversing valves. You will also learn about refrigeration system piping, refrigerant recovery, and recycling and reclamation procedures. Required text: Evaporators and System Components available at the SCC Book Inn.

Nov 3-Dec 10 Tu/Th 5:30-8:30pm SCC \$469





## South Carolina Manufacturing Certification

### Are you up for the job?

Are you looking for ways to increase your employability? Are you looking for career change? Maybe you're fresh out of school or the military and new to the workforce?

### SCMC will give you the skills you need to be successful in the growing industry!

#### Benefits of South Carolina Manufacturing Certification:

By the end of the program, you will increase your employability for high-demand, well-paying jobs by:

- Earning an industry-recognized national certification—Certified Production Technician
- Mastering the soft and technical skills essential for in-demand jobs in advanced manufacturing
- Understanding what it takes to work effectively in a manufacturing environment
- Fully comprehending the importance of continuous improvement in the manufacturing process
- Grasping the essential skills needed to gather, interpret, and use data consistently and accurately to make decisions and take action
- Improving your fundamental communication skills (writing, reading, speaking, listening) to meet the needs of the workplace
- Increasing your safety awareness and honing your ability to recognize and address safety hazards in the workplace
- Sharpening your basic math abilities
- Learning to measure properly using a wide variety of measuring instruments
- Enhancing your use of hand and power tools
- Learning to read a blueprint effectively without error and within tolerances

#### The program consists of 200 hours including:

- classroom training
- hands-on skill training
- Lean Six Sigma Yellow Belt
- OSHA-general industry
- production simulation

### Where can I go from here?

The starting salary for Certified Production Technician ranges from \$25K to \$35K.

There are definite career growth opportunities in this field. Production Technicians can take additional courses and advance to front-line supervisors, CNC operators, mechatronics technicians or advanced welders. In addition, Production Technicians can enhance their business education and seek positions in management or as industrial engineering technicians.

### Get Started Today!

In order to be eligible for the scholarship funding associated with this program. You must:

- Attend an information session (see schedule below).
- Have a silver level WorkKeys certification.
- Be unemployed or underemployed. However, an individual who is currently employed but would like to "re-career" in the manufacturing sector is eligible.
- Successfully pass a drug screen background check to be eligible for scholarship funding.
- Be a South Carolina resident and at least 18 years of age.

#### Attend an Information Session:

Sep 9	W	11am-12pm	TRC	FREE*
Sep 10	Th	4pm-5pm	TRC	FREE*

\*100% FREE with funding from the South Carolina General Assembly. Students are only required to pay a \$20 fee for drug screening and a background check.



## ONLINE FEATURE: FITNESS/PERSONAL TRAINER

Spartanburg Community College has partnered with W.I.T.S. to bring these blended certification and online continuing education courses to health and fitness professionals. World Instructor Training Schools (W.I.T.S.) has been training and certifying fitness professionals in partnership with educational institutions for over 21 years.

These courses are designed for those interested in enhancing their skills, meeting continuing education requirements for recertification, earning new nationally-recognized certifications, and gaining the business acumen to either take a management role or pursue entrepreneurship opportunities within the fitness industry.

Over 50 courses are available including Business Success for Fitness Professionals, Fitness Management, Older Adult Fitness Foundations, Nutritional Concepts, Lifestyle Fitness Coaching, Promotion and Sales Basics, and Developing Your Business Strategy.



### What CCE Students are Saying:

“Online classes are perfect with my busy schedule.”

- Jane

## Online Classes & Online Career Programs

SCC’s CCE offers Ed2Go with over 300 online courses that you can take from the comfort of your home or office at times that are most convenient for you.

### Class categories include:

- Accounting & Finance
- Business
- Computer Applications
- Design and Composition
- Healthcare and Medical
- Language and Arts
- Law and Legal
- Personal Development
- Teaching and Education
- Technology
- Writing and Publishing

All courses run for six weeks and are composed of 12 lessons, representing 24 hours of instruction. A new section starts monthly.

Instructors include some of the most well-known and trusted names in online education, and our dedication to customer service is second to none.

### Ed2Go students enjoy

- Lively discussions with your fellow students
- Practical information that you can put to immediate use
- Asking questions and give or receive advice at any time during the course.
- Upon successful completion of the course, you will be able to download a certificate of completion.

View complete online courses and register!

### Career Training Programs Online

Over 100 online education programs designed to provide the workforce skills necessary to enter a new field or advance your current career.

Learn in-demand job skills

Start Anytime

Set your own pace

Affordably priced

### Online Career Training Programs:

Healthcare and Fitness

Business and Professional

IT and Software Development

Management and Corporate

Media and Design

Hospitality and Service Industry

Skilled Trades and Industrial

Sustainable Energy and Going Green

View complete online course offerings and register at [www.ed2go.com/sptbg](http://www.ed2go.com/sptbg)

# Certificates and Courses Online with **UGotClass**

Skills for the 21st Century! It's easy! It's fun.

## Topics include:

- Business and Business Communication
- Management
- New Media Marketing
- Social Media for Business
- Career Skills
- Professional Development
- Leadership
- Human Resources
- Health
- LEED Green Workplace
- Courses for Parents
- Courses for K-12 Teachers
- Training and Education

## In the online classroom:

- Listen to audio lectures
- View slides
- Take an optional quiz to test yourself

Most courses are 16 hours, offered 4 times a year and start the first Monday of the month.



View the Courses and Register Online Today  
[www.yougotclass.org/catalog-complete.cfm/scsc](http://www.yougotclass.org/catalog-complete.cfm/scsc)

## REGISTER FOR CCE CLASSES TODAY!

Please read the following information carefully before completing SCC Corporate & Community Education Registration.

**Cost/Tuition Fees:** CCE Tuition fees must be paid in full when registering for a class.

**Registration Fee:** The tuition fee includes a \$3 non-refundable registration fee per class.

**Refund Policy:** If you cannot attend a course as planned, you must inform Spartanburg Community College Corporate & Community Education Division at 864-592-4900 at least 5 business days prior to the first day of class in order to receive a refund less the \$3 enrollment fee. If you cancel registration without providing 5 days notice of start date, refund will be less \$25 administrative fee (\$28 total). No refunds will be issued after the first day of class. Spartanburg Community College reserves the right to change class locations, schedules, fees, instructors when necessary. Full tuition will be refunded if courses are cancelled by SCC.

**Live Support:** Registration staff is ready to help you during business hours. Click the Live Support graphic link on our home page.

**Inclement Weather:** Listen to your local radio station or visit our website. Decisions will be made for day classes by 6 a.m. and for evening classes by 3 p.m.

**Where Classes Meet:** Confirmations will be sent via mail or email and will include directions to the appropriate campus at Spartanburg Central Campus, Tyger River Campus in Duncan, Cherokee Campus in Gaffney, Spartanburg Downtown Campus or Union Advanced Technology Center.

**Books and Supplies:** The cost of textbooks and supplies for most CCE courses is NOT included in the registration fee. Most books and supplies are available at the SCC Book Inn in the Dan Lee Terhune Student Services Building. If you are unsure about your books and/or materials, contact our office at (864) 592-4900 or toll free at (877) 592-4408.

### New Central Campus Office Hours:

Monday - Thursday	7:45 am - 6:15 pm
Friday	7:45 am - 1:30 pm



# REGISTRATION FORM

NAME	LAST NAME	FIRST NAME	
ADDRESS	STREET OR BOX NUMBER	TOWN/CITY	ZIP CODE
PHONE	HOME	WORK	CELL
	EMAIL	YEAR OF BIRTH	

## COURSE REGISTRATION

Course Name	Class Start Date	Class End Date	Course Location	Course Fee

MasterCard	Visa
Discover	American Express
Check or Money Order (Payable to SCC)	

PRINT NAME OF CARDHOLDER:

LAST NAME FIRST NAME

CARD NUMBER EXP. DATE

AUTHORIZED SIGNATURE



**Easy to Register:**

Register Online at [gonetoclass.com](http://gonetoclass.com)

By Phone: Use your credit/debit card at \*864) 592-4900 or toll free 1-(877)-592-4408.

In person at any of our campus locations

Send this completed registration and your check or money order to:

Spartanburg Community College,  
 Corporate & Community Education  
 P.O. Box 4386  
 Spartanburg, SC 29305

Fax completed registration with credit/debit card information to (864) 592-4609

## Tuition Assistance

Tuition assistance for qualified unemployed or displaced workers may be available through:

### ■ SC Works

Spartanburg County (864) 764-1966  
Cherokee County (864) 902-1150  
Union County (864) 427-4119

### ■ Smart Jobs for Spartanburg County Residents:

SCC central campus in Spartanburg  
Student Services Building, Suite 174  
(864) 592-4953 or (864) 592-4820

### ■ Piedmont Community Action

Spartanburg: 300 S. Daniel Morgan Ave. (864) 585-8183  
Cherokee County: 1004 Cherokee Avenue, Gaffney, SC  
(864) 489-3163



*Tomorrow's Job Skills Today*



[www.sccsc.edu/cce](http://www.sccsc.edu/cce)

(864) 592-4900 • [CCEinfo@sccsc.edu](mailto:CCEinfo@sccsc.edu)

Like SCC Corporate & Community Education at

[www.facebook.com](http://www.facebook.com) and search

Spartanburg Community College Corporate & Community Education

